



Washington Fire Commissioners Association

The Washington Fire Commissioners Association is pleased to offer members the 2007 Saturday Seminar Series. Class descriptions are outlined below; class dates, times and locations are listed on the next page of this brochure. To register, please use the form provided, call the WFCA office at 1.800.491.9322, or email wfca@wfca.wa.gov (the WFCA can bill your district). If you have questions concerning the Saturday Seminar Series, please contact the WFCA office.

Strategic Financial Planning and Budgeting

Presented as the morning session in Spokane and Ocean Shores...see next page for more details.

Bill Cushman is back by popular demand! Bill is currently the Finance Director for Snohomish 1, following a 30-year stint as Finance and Budget Director for the City of Everett. After personally handing out nearly 1,800 copies of his last financial planning model at multiple conferences (including WFCA workshops), Bill felt it was time to produce a new program that was tailored specifically for fire commissioners and chiefs. This new program is being introduced to WFCA members during two of the WFCA's Saturday Seminars. The program offers simple ways to communicate with voters, taxpayers, laborers and others who have an interest in the financial aspects of their fire districts.

The program can be used by any fire district to document the current status of their finances and to project property taxes and general revenues, operating expenses, and workforce costs over the next five years. Included is a property tax forecasting model that allows each district to enter levy lid lifts from 2008 through 2012 to demonstrate the impact of increasing or decreasing your district's workforce year by year.

This model will educate commissioners about their district's financial status and serve as an excellent tool in formulating district goals and measuring progress toward meeting annual targets. Most importantly, the package will allow districts to communicate with voters in general and community service organizations specifically about the need to support levy lid lift elections. It will tell the story of your district's finances, complete with graphs, allowing you to illustrate where all of your money comes from and where it goes from the "big picture" perspective.

Seminar participants will receive a workbook to help guide the development of a model which will also be provided on disk. During the workshop, participants will create a model step-by-step, and then run various alternative strategic plans that contribute to meeting your district's goals. This workshop is meant to be fun as well as highly informative.

Fire District Finances and Bonds

Presented as the afternoon session in Spokane and Ocean Shores...see next page for more details.

This seminar will outline basic budget fundamentals, such as the public hearing process, working with your county treasurer and the start-to-finish elements of implementing a budget. There will be a review of fire district revenues with an emphasis on property taxes and voter and non-voter indebtedness.

Effective Communication with the Public: A Toolkit Approach

Presented as the morning and early afternoon session in Chelan...see below for more details.

This workshop will present step-by-step guidance on how fire agencies and fire-related grassroots groups can improve their communication with the public. This time-tested, practical approach to strategic communication will give you the know-how and tools you need to strengthen your organization's interaction with the people you serve. Leslie Demich will be our instructor. Leslie has more than 25 years of experience in public relations and public involvement and currently operates her own public relations consulting business providing strategic communication guidance to corporations, government agencies and nonprofit organizations throughout Washington. This workshop builds on the 2005 survey that the WFC and WFC commissioned to learn more about the public's perceptions and expectations regarding fire agencies and their needs.

Seminar Dates/Locations/Times/Menus

April 14th Doubletree Hotel In Spokane	April 28th Quinault Beach Resort In Ocean Shores	June 2nd Campbell's Resort In Chelan
<p align="center"><u>A G E N D A</u></p> <p><i>Registration & Continental Breakfast...8:00 a.m.</i> <i>Menu: Juice, fruit, assorted breads, bagels, granola bars, yogurt, coffee/tea/decaf.</i></p> <p>STRATEGIC FINANCIAL PLANNING & BUDGETING... 9:00 a.m.</p> <p><i>Lunch 12:00 - 1:00 p.m.</i> <i>Menu: Marinated flank steak with roasted baby red potatoes, wild mushrooms and feta cheese, salad, seasonal vegetable, rolls, coffee/tea/decaf, dessert.</i></p> <p>FIRE DISTRICT FINANCES AND BONDS... 1:00 - 3:30 p.m.</p>	<p align="center"><u>A G E N D A</u></p> <p><i>Registration & Continental Breakfast...8:00 a.m.</i> <i>Menu: Juice, fruit, granola with bananas & yogurt, assorted dry cereals, milk, pastries, coffee/tea/decaf.</i></p> <p>STRATEGIC FINANCIAL PLANNING & BUDGETING... 9:00 a.m.</p> <p><i>Lunch 12:00 - 1:00 p.m.</i> <i>Menu: Grilled Chicken Breast, garlic-chive potatoes, green salad with cucumber, olives, blue cheese & cranberry vinaigrette, rolls, coffee/tea/decaf, dessert.</i></p> <p>FIRE DISTRICT FINANCES AND BONDS... 1:00 - 3:30 p.m.</p> <p><i>Mercer Health & Benefits Hospitality Suite...4:00 - 6:00 p.m.</i></p>	<p align="center"><u>A G E N D A</u></p> <p><i>Registration & Continental Breakfast...8:00 a.m.</i> <i>Menu: Juice, fruit, oatmeal, bran flakes, Cheerios, milk, pastries, coffee/tea/decaf.</i></p> <p>EFFECTIVE COMMUNICATION WITH THE PUBLIC: A TOOLKIT APPROACH...9:00 a.m.</p> <p><i>Lunch 12:00 - 1:00 p.m.</i> <i>Menu: Marinated flank steak with mushroom demi glacè sauce, carrots, mashed potatoes, rolls, coffee/tea/decaf, dessert.</i></p> <p>EFFECTIVE COMMUNICATION WITH THE PUBLIC (cont.)... 1 p.m.</p> <p>LEGISLATIVE RECAP... 2:15 - 3:30 p.m.</p>
<p>Hotel Information:</p> <p>The Doubletree Hotel is located at 322 N. Spokane Falls Court, Spokane, WA 99201. The hotel reservations telephone number is 509.744.2466 and the main line is 509.455.9600. The guest room rate is \$109 (single) or \$129 (double) per night. Parking will be validated for seminar participants.</p>	<p>Hotel Information:</p> <p>The Quinault Beach Resort is located at 78 State Route 115, Ocean Shores, WA 98569. The hotel telephone numbers are toll-free 888.461.2214 (reservations) or 360.289.9466 (main line). The guest room rate is \$111.95 (single/double) per night.</p>	<p>Hotel Information:</p> <p>Campbell's is located at 104 W. Woodin Ave., Chelan, WA 98816. The hotel telephone numbers are toll-free 800.553.8225 (reservations) or 509.682.2561 (main line). Room rates vary depending on the type requested. Other reservation options:</p> <ul style="list-style-type: none"> • Caravel (800.962.8723) • Darnell's (800.967.8149) • Cabana Motel (800.799.2332) • Best Western (800.468.2781).

Registration Form

Please complete the registration form and return it to the WFCA office at P. O. Box 134, Olympia, WA 98507; you may also register by telephone at 1.800.491.9322 (the association can bill your district).

✓ *Sign Me Up for the Seminar I've checked:*

☐ Spokane—April 14

☐ Ocean Shores—April 28

☐ Chelan—June 2

_____ County FPD No. _____

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

☐ Amount Enclosed \$ _____

☐ Bill the District

Registration Fees & Other Information

The registration fee for all seminars includes a continental breakfast and lunch.

MEMBER REGISTRATION

\$105.00

\$115.00 (at the door)

NON-MEMBER REGISTRATION

\$205.00

\$215.00 (at the door)

- Handout of workshop material, continental breakfast and late registration will begin as outlined on the previous page.
- Be sure to bring a sweater or jacket to ensure your comfort (meeting rooms can be CHILLY!)
- If you have special dietary restrictions or concerns, please inform your server or a WFCA staff member for assistance.
- Please give 48 hours' notice for registration refunds from the WFCA.

NEW! Ocean Shores Hospitality Suite

As part of the Ocean Shores Seminar, Mercer Health & Benefits will host a hospitality suite from 4:00 p.m. until 6:00 p.m. following the workshop. Hors d'oeuvres and beverages will be served. All WFCA members are invited to attend.

Health Care Consultations at Chelan

WFCA Health Care Manager Tom Treves will be available for consultations during breaks at the Chelan Seminar.